DOCUMENT RESUME

ED 327 904 CS 507 384

AUTHOR Ansell, Dorothy I.; Griffin, William V.
TITLE Let's Talk Independence: A Curriculum for Learning Communication Skills. Participant's Guide.
INSTITUTION Eastern Kentucky Univ., Richmond.
SPONS AGENCY Kentucky State Dept. for Human Resources, Frankfort. Dept. for Social Services.
PUB DATE 88
NOTE 48p.; For a companion group leader's guide, see CS 507 383.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051)

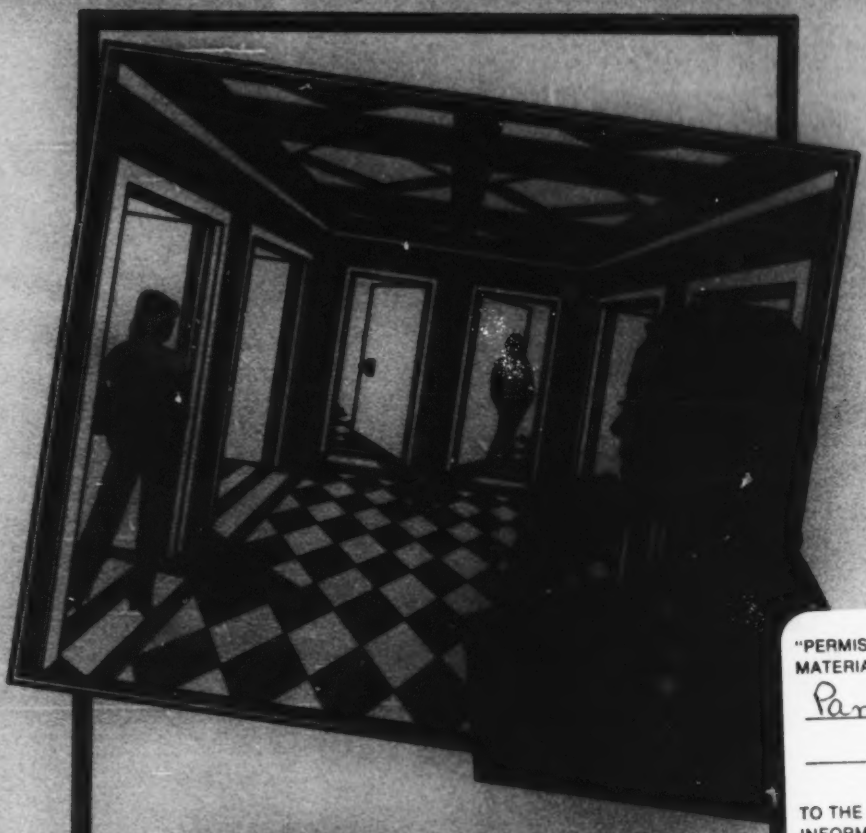
EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Communication Skills; Curriculum Guides; *Daily Living Skills; *Independent Living; Instructional Materials; Interpersonal Competence; Secondary Education; Teaching Guides; Young Adults
IDENTIFIERS *Communication Strategies; Kentucky

ABSTRACT

Intended to help young people acquire independent daily living skills, this book is the participant's guide to an advanced youth training curriculum for developing communication skills. The guide's first session introduces the basics of communication, while the subsequent seven sessions (each intended to take approximately one hour) focus on communication in all aspects of life: on the job, with family, in the community, during leisure time activities, with friends, in the marketplace, and at home. Intended for use in a group setting and by youths who have already completed a more basic curriculum on independent living, the guide contains many activities which provide opportunities for youth to practice communication skills such as getting along with a roommate, approaching a landlord with a problem, dealing with criticism on the job, and negotiating with a car dealer. (SR)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED327904



LET'S TALK INDEPENDENCE

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Pam Lawrence

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

✓ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

LET'S TALK INDEPENDENCE

A Curriculum for Learning Communication Skills

by:
Dorothy I. Ansell
and
William V. Griffin

Prepared for the Commonwealth of Kentucky, Cabinet for Human Resources, Department for Social Services. An Equal Opportunity Employer
Printed with 100% federal funds. Project # 018701KY1420

CS507384

TABLE OF CONTENTS

Session 1: Let's Talk About Basic Communication

Activity #3	The Basics of Communication	1
Activity #6	Sending Good Messages	2
Activity #7	Practicing Messages	3

Session 2: Let's Talk about Work and Careers

Activity #11	Tips for Dealing with Criticism	4
Activity #12	Responding to the Critic	5
Activity #13	The Angry Caller	6

Session 3: Let's Talk with Your Family

Activity #16	Healthy Family Rules	7
Activity #17	Communicating with the Family	8

Session 4: Let's Talk about Shopping and Getting Around

Activity #18	When to Negotiate	9
Activity #19	Buying a Used Car	11
Activity #20	Car Information Sheet	13
Activity #21	Travel Planning Work Sheet	15

Session 5: Let's Talk about Your Community

Activity #23	Assumptions	16
Activity #23	Alternatives	18
Activity #25	Rights and Resources	19
Activity #26	Community Scenarios	20
Activity #27	Resource Directory Work Sheet	23

Session 6: Let's Talk about Recreation

Activity #30	Planning Activities	26

Session 7: Let's Talk with Friends

Activity #34	What Would You Do?	29
Activity #35	Fact or Fiction?	32
Activity #35	The Latest Facts about AIDS	33
Activity #36	AIDS Situation - What Do You Think?	35

Session 8: Let's Talk at Home

Activity #37	Rate Yourself	37
Activity #38	Being Assertive Worksheet	38
Activity #40	Being Assertive	40

TO THE PARTICIPANT:

This book was written to help you practice an important life skill, communication.

Opening the doors to an independent life is a big challenge. By the time you finish these activities, you will have had many opportunities to get to know yourself and your group members a lot better. Hopefully you'll know your family and your community better too. Practicing these skills should help you become more capable of handling some of life's tough problems and decisions.

We're glad you've chosen to **TALK INDEPENDENCE.** Good Luck!

Dorothy I. Ansell, M.S.W.
and
William V. Griffin, M.S.W., M.P.A

THE BASICS OF COMMUNICATION

Every time you communicate, there must be a SENDER, a RECEIVER and a MESSAGE.

SENDER --> --> -->MESSAGE --> --> -->RECEIVER

Is it possible to communicate by reading the information on this page?_____

Who is the SENDER?_____

Who is the RECEIVER?_____

What is the MESSAGE?_____

_____

Is it possible to send a MESSAGE without using words?_____

If there are no words, what is the MESSAGE?_____

_____

How is the MESSAGE sent?_____

USE THE FOLLOWING AS A GUIDE FOR SENDING GOOD MESSAGES

GOOD MESSAGES SHOULD BE:

- Direct
- Clear
- Truthful
- Supportive

GOOD MESSAGES EXPRESS:

- What You See
- What You are Thinking
- What You are Feeling
- What You Want to Have Happen

PRACTICING MESSAGES

When we are angry, hurt or up-tight, we sometimes say things we don't really mean or wish we hadn't said. Look at the following situations. What else could you say in each situation? Think about what it takes to send good messages.

SITUATION #1
Your boss tells you that you have to work overtime. You had planned to go to your girl/boy friend's choral concert at school. Now it looks like you will be lucky if you get there in time for the reception. Your boss asks you how you felt about being asked to work overtime.

You say, "Look. I'm here, aren't I?"

What else could you say?_____

_____

_____

SITUATION #2
You have company coming in 10 minutes. You're feeling anxious because you want everything to be just right. Your sister is trying to help by sweeping the floor, but she is taking forever.

You snatch the broom out of her hands and say, "Move out of the way. Let me do that."

What else could you say?_____

_____

_____

SITUATION #3
You have been waiting for your boy/girl friend for 30 minutes. Now you are late for the movie. You'll either miss seeing the first part of the movie or not be able to get a ticket at all.

You say impatiently,"You're never on time."

What else could you say?_____

_____

_____

Tips for Dealing With Criticism

It's not easy to take criticism. But everyone receives criticism from time to time. Expect it when you start working. You may receive criticism from your boss, your customers, or your co-workers. Sometimes you will even be criticized for things that you didn't do. Here are some tips for dealing with criticism.

1. Don't respond immediately.
   Compose yourself, take a deep breath, think about what has been said.

2. Don't take the criticism personally.
   You may not even be personally responsible.

3. If the critic is right, admit it.
   Don't make excuses. You don't have to explain yourself.

4. If the critic is not right or is intentionally trying to upset you, try to find something in what she/he said that you can agree with.
   Agreeing with the critic makes it harder for him/her to criticize.

5. If you don't understand the criticism, ask for more information.

RESPONDING TO THE CRITIC

Write responses to each criticism. Prepare responses that either agree with the critic, partially agree, and that ask for more information.

1. A co-worker says to you, "You've got to do everything just right. It takes you twice as long as anyone else to finish a job!"

2. A co-worker says to you, "You're doing that job all wrong! Didn't anyone teach you new people the right way to do things?"

3. Your boss says to you, "You're giving out too many packages of ketchup with each order of french fries. Those things cost me money. I've told you before, one package per customer!"

4. Your customer says to you, "That's the second time that I've had to ask for two packages of ketchup. Are you a cheapskate or something?"

5. Your co-worker says, "You must be trying to make points with the boss. You're always asking his opinion, asking him to check your work and volunteering to take new assignments."

THE ANGRY CALLER: ROLE PLAY INFORMATION

There are always two sides to every situation. Read the following and ask someone to roleplay this situation with you. Play the part of the clerk first, then play the part of the customer.

CUSTOMER:

You are a customer of El Cheapo Foto Finishing Co. You mailed two rolls of your vacation film to El Cheapo over a month ago to be developed. Their advertisement said fast service and you don't think 4 weeks is very fast. Worse yet, when the pictures came back, one set had streaks all over them and the other set were not even yours. You want El Cheapo to find your lost pictures, reprint the ruined pictures and give you two free rolls of film for your inconvenience.

You start out calm but become more upset and angry as the conversation progresses. Do not let the clerk off the hook. Press the clerk to agree to your demands.

CLERK:

You happen to be working the desk when the telephone call comes in from an angry customer. You are aware that El Cheapo advertises fast service and in fact, is usually slow in getting orders out because of the heavy work load. You normally do not answer the phones but the regular person is out sick. Your supervisor told you to call him if there were any problems. But he is not in his office and you don't know where he is.

Remember to be polite. Don't lose your cool.

HEALTHY FAMILY RULES

Communicating with your family may not always be easy. Here are some examples of healthy rules for family communication.

1. Ask for help.
2. Talk about your hopes and dreams.
3. Express anger at your parents.
4. Seek acknowledgment or recognition for work.
5. Ask for emotional support.
6. Show that you've been hurt.
7. Show your emotional pain.
8. Talk about your sexual needs or feelings.
9. Notice or comment on mistakes or problems.
10. Voice disagreement or bring conflicts into the open.
11. Directly express your anger at other family members.
12. Express fears and anxieties.
13. Show affection.
14. Ask for attention.

If it is okay to do any or all of the above, you and your family will have a greater degree of success in communicating.

To survive in a family, you have to follow the rules. But, you must also let people know when you are upset by those rules and discuss ways of becoming less upset.

COMMUNICATING WITH THE FAMILY

The following are situations that might happen with family members. Read through each situation and think about new ways of handling each one.

#1. You and your brother, who is 1 year older than you, share the same room and closet. He keeps taking your favorite sweater, so that when you want to wear it, it is either dirty or not there. It is 9 p.m. and you are both in the room. Talk to him about the problem with the sweater.

#2. Your foster parents are making you save all of your pay check from your restaurant job minus $10.00 you are allowed to keep for odds and ends. You feel that you should have much more of it to spend. How can you prepare to discuss this with them? Now, discuss it with them.

#3. You are 16 and you feel your boyfriend is pressuring you to have sex. You need to talk to someone. Your mother has not really been very open about this issue. You both arrive home at the same time (4 p.m.) and no one else is home. What do you say to her about this subject?

#4 When you reached 18 you told your mom that you were going to college, she said, "How are you going to do that? You don't have any money. Besides you'll never make it through college. I'm not going to help you." What is your response?

WHEN TO NEGOTIATE

Negotiation is another form of communication. To be a good negotiator you must know what you are talking about and you must not be in a hurry. Negotiation takes time and patience. You must also be flexible. Negotiation requires give and take. Read each of the situations below and decide who will do the best job in negotiating for a car.

SITUATION 1

Thomas wrecked his car two days ago. It was a total loss. Now, Thomas has to buy a new car as soon as possible. He is a route salesman and his job depends on being able to drive to the customers. He knows that providing his own transportation is part of his job.

Thomas sees a used car advertised in the local paper. It's exactly the kind of car he needs but the price is too high. His buddy has one just like it and he knows it's basically a good car.

What chance do you think Thomas has of getting the owner of the car to reduce the price? Why?

SITUATION 2

Barbara is also in the market for a new car. The one that she has been driving has started to need a lot of repairs. Last week, her car broke down on the interstate highway five miles from the nearest exit. Fortunately, Barbara doesn't need her car in her job. She and her roommate car-pool to work and if necessary, she could ride the city bus.

Barbara has been anticipating the need of a new car for some time. She has been saving a small amount from her pay check every month to put towards the purchase of a new car. Barbara has also talked with personnel at her credit union to find out what it takes to qualify for a car loan. With the extra money that she has saved, the trade-in on her old car and a loan from the credit union, she will be able to buy her first brand-new car.

Barbara has been looking at new cars and studying the *Consumer Reports Magazine*. She has decided on a two-door Vector 200 in red with vinyl interior, manual transmission, air conditioning, AM/FM radio and tape deck. Her friends have urged her to consider other cars but she is determined to buy this particular car with the options that she wants.

What chance does Barbara have of paying less than the sticker price? Is she in a good position to negotiate? Why?

SITUATION 3

Lee is planning to buy his first car. He has been saving his money for over two years to have enough to not only buy the car but also to pay for the insurance and the state and county licenses. He would really like to have a new car but he knows that he will only be able to afford a used car to begin with.

In anticipation of buying his car, Lee has been reading up on three, four and five-year-old cars. He has checked *Consumer Reports Buying Guide* and other magazines that specialize in automobiles. Lee has talked to the mechanic that his family uses and learned what to look for in a used car. The mechanic also agreed to check out any car that Lee might consider buying.

Although Lee would like to buy a car before he starts college in the fall, he is willing to wait for the right deal to come along.

Yesterday, Lee went by the Watkins Dealership and saw a car on the lot that he was really interested in. He thought the price was a little high considering the age of the car but the car is in great condition and has low mileage.

What chance do you think Lee has negotiating a lower price for the car? Why?

1. *Which of the three seems to know the most about the car that he/she is thinking about buying?*

2. *Which of the three has the most time to find the best deal?*

3. *Which of the three is the most willing to be the most flexible in selecting a car to buy?*

4. *Which of the three is best prepared to negotiate for a car?*

BUYING A USED CAR

Read the following play about negotiating for a used car.

NARRATOR: Tanya wants to buy a reliable used car that gets good gas mileage and doesn't cost more than $2,000. After looking in the newspaper and talking to a mechanic, Tanya feels certain that she should be able to find a five-or-six-year old car for that amount of money. She will consider an older car if it has low mileage and is in good condition. Tanya is flexible about the make and model car but doesn't particularly want to pay for a lot of extras like an AM/FM tape deck or cruise control.

Tanya sees an ad in the paper for a five-year-old car for $2,200. She calls to get more information.

TANYA: I'm calling about the car advertised in Sunday's paper. Can you give me some more information about it?

FRED: Sure. Like the ad said, the car is five years old. It has 62,000 miles but it is in good running condition.

TANYA: What about the condition of the body and the tires?

FRED: Well, the car body is in pretty good condition but there is a small dent in the left front fender. That happened last winter in that big ice storm we had. The paint has faded some but that happens with most cars this color.

TANYA: What color is the car?

FRED: The exterior of the car is silver. The interior is blue. And it's in good shape. My wife drove the car most and she kept it looking nice. The tires are in fair condition.

FRED: Why don't you come over, take a look at the car and take it for a drive? My name is Fred Costa and I live over on Skillman Avenue. The house number is 201. First house on the left past the corner.

TANYA: Thanks, Mr. Costa. I would like to see the car. Will you be home around three today?

FRED: Sure.

TANYA: Good, I'll be there. Oh, by the way, my name is Tanya Moore.

NARRATOR: Notice that Tanya has not yet talked with Mr. Costa about price. Although the car was listed in the paper for more than Tanya was willing to pay, she suspects that Mr. Costa may be willing to take less for the car.

Later

TANYA: You're right the car drives real well. It looks pretty good too. In fact, I like everything about it, but you're asking more than I'm prepared to pay for a car right now. How about $1,850?

FRED: (obviously not pleased) What? I can easily get $2,100 for this car!

TANYA: Although the car is in good condition, it is five years old, almost six. Most cars of this size and age are selling for less. Is there something more about this car that I don't know?

FRED: Well, for one thing my wife and I bought this car when it was new. We've kept the car serviced. See, here is the service record. (Fred reaches into the glove box to pull out the service information to show to Tanya.) When we bought the car, we had the dealer upgrade the radio and also install a stereo tape deck.

TANYA: (looking at the service record) Well, the car has been well maintained and that does make a difference in the life of a car. But I'm really not interested in the quality of the radio and I don't need a tape deck. How about $1,950?

FRED: I might be able to take off another $50 but $2,050 is as low as I can go.

TANYA: It looks like we can't come to any agreement because you want another $100 for the upgraded sound system. Why don't you take it out and sell me the car for $1,950.

FRED: (shaking his head) No, that's too much trouble. Let's split the difference. You can have the car and the stereo for $2,000.

TANYA: It's a deal! (reaches over and shakes Fred's hand)

CAR INFORMATION SHEET

Select three cars and begin to find out as much as you can about them. Complete the information below for each car that you select.

	CAR #1	CAR #2	CAR #3
Make			
Model			
Year			
Price			
Features			
Condition			
Miles Per Gallon			

Activity 20

CONSUMER RATING

	CAR #1	CAR #2	CAR #3
Reliability			
Fuel economy			
Overall			
An Owner's Comments			
A Mechanic's Comments			
Insurance Rates			
Licensing Costs			

Activity 20

TRAVEL PLANNING WORK SHEET

Sometimes you will need to travel by public transportation. Plan a trip using at least three different forms of public transportation. Use the planning sheet below.

Place of Departure_____

Final Destination_____

FIRST CARRIER

Name _____ Type _____

Place of Departure_____

Date of Departure _____ Time of Departure _____

Estimated Time of Arrival _____

SECOND CARRIER

Name _____ Type _____

Place of Departure_____

Date of Departure _____Time of Departure _____

Estimated Time of Arrival _____

THIRD CARRIER

Name _____Type _____

Place of Departure_____

Date of Departure _____ Time of Departure_____

Estimated Time of Arrival _____

FOURTH CARRIER

Name _____ Type _____

Place of Departure _____

Date of Departure _____ Time of Departure _____

Estimated Time of Arrival _____

Activity 21

ASSUMPTIONS

Our interactions with others are based on assumptions that we make. Read each of the following statements and decide if you think the assumption is true or false.

True__ False__ 1. It is selfish to put your needs before others' needs.

True__ False__ 2. It is shameful to make mistakes. You should have an appropriate response for every occasion.

True__ False__ 3. If you can't convince others that your feelings are reasonable, then your feelings must be wrong.

True__ False__ 4. You should respect the views of others, especially if they are in a position of authority. Keep your differences of opinion to yourself. Listen and learn.

True__ False__ 5. You should always try to be logical and consistent.

True__ False__ 6. You should be flexible and adjust. Others have good reasons for their actions and it's not polite to question them.

True__ False__ 7. You should never interrupt people. Asking questions reveals your stupidity to others.

True__ False__ 8. Things could get even worse, don't rock the boat.

True__ False__ 9. You shouldn't take up others' valuable time with your problems.

True__ False__ 10. People don't want to hear that you feel bad, so keep it to yourself.

True__ False__ 11. When someone takes the time to give you advice, you should take it very seriously. They are often right.

True__ False__ 12. Knowing that you did something well is its own reward. People don't like show-offs. Successful people are secretly disliked and envied. Be modest when complimented.

True__ False__ 13. You should always try to accommodate others. If you don't, they won't be there when you need them.

True__ False__ 14. Don't be anti-social. People are going to think you don't like them if you say you'd rather be alone instead of with them.

True__ False__ 15. You should always have a good reason for what you feel and do.

True__ False__ 16. When someone is in trouble, you should always help them.

True__ False__ 17. You should be sensitive to the needs and wishes of others, even when they are unable to tell you what they want.

True__ False__ 18. It's not nice to put people off. If questioned, give an answer.

Now compare your answers with the statements on the following list of ALTERNATIVES on the next page. You will find as an adult that the rules you learned as a child do not always apply. You have rights and you have responsibilities.

This material is adapted from *Messages: The Communication Skills Book*. Matthew McKay, Martha Davis, and Patrick Fanning. California: New Harbinger Publications, 1985.

Activity 23

ALTERNATIVES

1. You have a right to put yourself first, sometimes.
2. You have a right to make mistakes.
3. You have a right to be the final judge of your feelings and accept them as legitimate.
4. You have a right to have your own opinions and convictions.
5. You have a right to change your mind or decide on a different course of action.
6. You have a right to protest any treatment or criticism that feels bad to you.
7. You have a right to interrupt in order to ask for clarification.
8. You have a right to negotiate for change.
9. You have a right to ask for help or emotional support.
10. You have a right to feel and express pain.
11. You have a right to ignore the advice of others.
12. You have a right to receive recognition for your work and achievements.
13. You have a right to say no.
14. You have a right to be alone, even if others would prefer your company.
15. You have a right not to have to justify yourself to others.
16. You have a right not to take responsibility for someone else's problem.
17. You have a right not to have to anticipate others' needs and wishes.
18. You have a right to choose not to respond to a situation.

This material is adapted from *Messages: The Communication Skills Book*. Matthew McKay, Martha Davis, and Patrick Fanning. California: New Harbinger Publications, 1985.

RIGHTS AND RESOURCES

As a member of your community you should be prepared to speak out on issues that are important to you, help others and know where to go for help yourself. How well do you know your rights and resources.?

1. List some of the things in your community that you and others have the right to use.

_____

_____

_____

2. What rights do teens have? Will you have any more rights when you are 18, or 21?

_____

_____

_____

3. What community organizations might you request help from?

_____

_____

_____

Activity 25

COMMUNITY SCENARIOS

Consider each of the situations below. What would you do? Where would you go in your community for help?

1. You have been on your own for approximately 6 months. You were laid off three days ago because the company you worked for had decided to close an unprofitable assembly plant. Your budget does not allow you to be without income for more than a week or so. If you don't find a job, you will be in some difficulty.

What can you do?_____

_____

Who can you communicate with in the community for assistance?_____

_____

2. You are walking down the street and trip and fall, badly injuring your arm. You don't have medical coverage and your money is very limited.

What can you do?_____

_____

Who can you go to?_____

_____

3. You have just arrived in town from the Jones foster home. You want to try to live with your mother for a little while before getting out on your own. You need a job and some assistance (you are 19-years-old.)

Where do you start?_____

_____

4. For the last few weeks you have been very depressed. Everything seems to be going wrong. You are even feeling physically sick from worrying.

What can you do?_____

_____

Who can you turn to, even though you do not know anyone in the community at the present time?_____

_____

5. You are doing okay, but you have a lot of free time and there does not seem to be anything to do to fill those time periods. You know that if you don't stay busy you'll start to hang out where you don't want to.

How can you find out what there is to do in this community?_____

_____

_____

6. You bought a used car for $1000 last week. It is a lemon. The salesman was real convincing and he was able to get you financing with hardly any money down. You just found out you are paying a higher than normal interest rate and that the car needs a new transmission. When you called the salesman who sold you the car, he stated that he had no responsibility for repairing it. You were also told you had a 90-day warranty at the time of the sale, but the salesman now denies saying that to you.

What can you do?_____

_____

Who might you contact?_____

_____

7. You and your girl/boy friend are starting to have a stronger relationship. You think sexual relations are just around the corner. You'd like some objective advice on what to do if you start sexual relations.

What can you do?_____

_____

Where might this information be available?_____

_____

8. You have been going to a teen center for about 4 months now. At first it seemed like a good safe place to hang out, but two weeks ago a couple of guys got into a fight at the entrance to the center. The fight spilled over onto the sidewalk and a neighboring business's window was broken. Town Council members are now talking about cutting off funding to this facility, which would cause it to close. You and your friends are very upset.

What can you do?_____

_____

RESOURCE DIRECTORY WORK SHEET

Find out more about six resources in your community. Use the following work sheets to record your information.

TOPIC _____

RESOURCE #1 _____

Address _____

_____

Phone _____

Description of resource _____

_____

_____

_____

_____

Is the resource free? Yes No, Explain_____

_____

RESOURCE #2 _____

Address _____

_____

Phone _____

Description of resource_____

_____

_____

_____

_____

Is the resource free? Yes No, Explain_____

_____

RESOURCE #3 _____

Address _____

_____

Phone _____

Description of resource_____

_____

_____

_____

_____

Is the resource free? Yes No, Explain _____

_____

RESOURCE #4 _____

Address _____

_____

_____

Phone _____

Description of resource _____

_____

_____

_____

_____

Is the resource free? Yes No, Explain_____

RESOURCE #5 _____

Address _____

_____

Phone _____

Description of resource _____

_____

_____

_____

_____

Is the resource free? Yes No, Explain _____

_____

RESOURCE #6 _____

Address _____

_____

Phone _____

Description of resource _____

_____

_____

_____

_____

Is the resource free? Yes No, Explain _____

_____

Activity 27

PLANNING ACTIVITIES

Meeting new people and spending time with your old friends may require planning, particularly when you and your friends have busy schedules. Consider each of the situations below and decide how you would overcome the problems involved.

SITUATION #1

Tom enjoys playing softball. With the onset of warmer weather, he has the urge to start playing softball on the weekends. He doesn't know of any teams around, nor are there any leagues in his area. What he would like is a kind of pick-up game that could occur on a sort of regular basis.

What can Tom do to achieve his goal of playing some softball? Develop a short-term plan for Tom.

_____

_____

_____

SITUATION #2

Kathy likes to swim a lot. Luckily, she has a car that gets her to the YWCA pool in the mornings before school. The real problem with this is that no one her age is there at that time of day. She would like to have someone her age to talk to before and after her swim and even for the drive to school.

What can Kathy do to solve her problem? How many solutions can you come up with?

_____

_____

_____

SITUATION #3

Richie has a friend named Tom. Tom's 19th birthday is in 2 weeks. Richie wants to get some of his and Tom's other friends together to celebrate.

What would you do if you were Richie? Where can you meet if you decide that is an option?

_____

_____

_____

SITUATION #4

Bob works hard all week at a plastics factory. His weekdays have gotten to be real boring. It seems as if all he does is get up, go to work, come home and eat dinner, drink a few beers, and fall asleep in front of the T.V. Everyone seems to be either studying for school, working, or doing the same as Bob.

What are some things Bob might do to get out of this rut?

_____

_____

_____

SITUATION #5

Mary has been in her own apartment for the last three months. She is really starting to feel at home and liking the apartment. What she finds missing is that she has to always go out to find people to talk to. She is already tired of "hanging out" every night. She has thoughts of having people over more, but can't decide how to do it.

What suggestions can you make for Mary?

_____

_____

_____

SITUATION #6

Mark is getting ready to live on his own. He has obtained an apartment in Tanner City and can move in 2 weeks. He presently lives with the Smiths in Danville, approximately 40 miles from Tanner City. Mr. Smith has been taking Mark back and forth to work when he goes to his own job. The problem for Mark is that when he finally settles in Tanner City he will be far away from his friends in Danville and will not have a car; at least not initially.

Where might he look to develop a network of friends when he gets to Tanner City? Could the Smiths be a resource?

_____

_____

_____

WHAT WOULD YOU DO?

Being able to communicate and work through problems with friends is very important. What advice would you give for each of the situations below?

SITUATION #1

Tom and Mary have been going together off and on for 2 years. They are both in their last year of high school. Tom has plans to go into the Army. Mary wants to go to beauty school to become a beautician. They plan to marry in 3 or 4 years after Tom has finished his training and has started to make good pay. After the second week of the school year, Mary discovers that she is pregnant.

What is the problem here? What would you do if you were Mary? Tom?

_____

_____

_____

SITUATION #2

You have been in your own apartment for almost 2 months. Your two best buddies keep "dropping in" unannounced. This doesn't bother you except for the fact that they never bring any food or drink and just eat all your stuff. Consequently, you are always close to being out of food. You can't afford to continue to allow this to go on.

What is the problem here? What do you do? What do you say to your "buddies?"

_____

_____

_____

SITUATION #3

You are on the steps leading up to the side entrance at school. The group of kids you "hang out" with usually meets there at the beginning and end of each day. A guy named Norman Tone, who is in your classroom and who you kind of like, but don't know too well, starts over towards you on the steps. Your friends stop him and tell him to go someplace else because the area he is in now "belongs" to them.

What is the problem here? Do you do anything? Do you talk to Norman?

SITUATION #4

Your good friend Paul asks if you want to go to a ballgame on Friday (It is Monday.) You haven't any plans so you say "yes". Paul says he'll buy tickets and come to your house about 6 p.m. on Friday (game starts at 7:30 p.m.) On Friday morning you and Nancy start talking in the cafeteria. She says she has these two tickets to this concert for tonight (Friday) and asks if you'd like to go. You really like Nancy and really want to spend some time with her.

What's the problem here? What are your alternatives? What's your final decision?

SITUATION #5

John and Gary have been sharing an apartment for the last 6 months. They both have good responsible jobs that sometimes require work at nights or on weekends. When they first moved in together and set up the apartment, they enjoyed spending time using the kitchen, preparing meals, and cleaning up. They willingly shared the responsibilities of keeping the house clean, doing the laundry, and shopping for groceries.

Now, they are both really busy in their jobs and the housework is not getting done. Last night, Gary complained about the bathroom being full of dirty clothes, and the sink full of dirty dishes. John, who was in a hurry to return to work, told him if he didn't like the way things were he could fix them or leave.

What is happening here? Can the partnership be salvaged? What would you do if you were Gary?

_____

_____

_____

FACT OR FICTION?

Read each statement below and determine whether it is TRUE or FALSE.

1. Only Gay people get AIDS. True __ False __
2. The best way to keep from getting AIDS is to wash off after having sex. True __ False __
3. It is possible to get AIDS from shaking hands or hugging an AIDS patient. True __ False __
4. The more people you have sex with, the greater the possibility of getting AIDS. True __ False __
5. AIDS is a disease that kills people. True __ False __
6. People who use needles to inject drugs (IV drug users) are at an increased risk of getting AIDS. True __ False __
7. If you know the symptoms, it is possible to detect an AIDS carrier. True __ False __
8. People who have AIDS usually know that they have it and can take measures to protect others from getting it. True __ False __
9. It is best not to donate blood. You can get AIDS from the needles, syringes, tubing, and containers used at blood donation centers. True __ False __
10. It is possible to become infected by the AIDS virus, not develop any symptoms but still pass the virus onto others. True __ False __
11. You should avoid sharing bathroom facilities and swimming pools with those known to have AIDS. True __ False __
12. You can take a test to find out if you have AIDS. True __ False __
13. People in my community don't need to be concerned about AIDS. AIDS is a problem in the big cities and bad parts of town. True __ False __

This material was developed from information provided by the American Red Cross and the United State Public Health Service.

Activity 35

THE LATEST FACTS ABOUT AIDS

1. FALSE - Anyone can get AIDS. AIDS is spread by sexual contact (both heterosexual and homosexual), needle-sharing and through transfused blood.

2. FALSE - The best ways to prevent getting AIDS:

   - *Do not use IV drugs.*
   - *Do not have sex with AIDS patients, members of the high risk groups, or people who test positive for AIDS.*
   - *Use condoms.*
   - *Do not have sex with multiple partners.*
   - *Do not have sex with IV drug users.*

3. FALSE - There is no scientific evidence to prove that AIDS is transmitted through casual contact like this.

4. TRUE - You are less likely to get AIDS if you limit sexual contact to one person you know well.

5. FALSE - It is not the AIDS virus that kills people. The AIDS virus destroys the body's ability to fight off some infections and cancers. It is the infection or cancer which finally causes death.

6. TRUE - It is estimated that thousands of IV drug users already have AIDS and many thousands more may be carrying the virus. IV drug users who share needles are increasing their risk of getting AIDS.

7. FALSE - Many people who are infected with the AIDS virus have no symptoms. Some develop symptoms that could also be symptoms of other illnesses.

8. FALSE - While it is possible to take precautions against spreading AIDS, not all AIDS virus carriers know that they have or are carrying the virus.

9. FALSE - Needles, syringes, tubing, and containers used by blood donation centers are sterile and only used once.

10. TRUE - It is estimated that more than 1 million Americans have been infected by the AIDS virus. Some will get AIDS. Some may remain healthy but still transmit the virus to others.

11. FALSE - There is no scientific evidence to prove that AIDS is transmitted this way. The AIDS virus is transmitted in blood or semen.

12. TRUE - There is a test to tell if someone has been infected by the AIDS virus. A positive test result does not mean that the person will develop AIDS.

13. FALSE - Everyone needs to be concerned about the spread of AIDS. No one with AIDS has ever recovered the lost immune function. More than half the Americans that have developed AIDS have died.

This material is based on information provided by the American Red Cross and the United States Public Health Service.

WHAT DO YOU THINK?

Considering what you know about AIDS, what would you say in each of the following situations?

SITUATION #1

Joe had a really good job at Jimbo's Shipping Company. His boss liked his work and had talked about making him an assistant manager. Everything changed the day Joe found out he had tested positive for AIDS. His boss told him he couldn't take any chances. He didn't want to fire him but he had to because others might find out that Joe had AIDS.

What do you think? What is Joe going through? His boss?

SITUATION #2

Alice had been dating Tommy exclusively for several weeks. She liked him a lot. This morning Tommy told her that his Uncle Arthur had died after being sick for a long time. His Uncle Arthur had died from pneumonia, but he had also been diagnosed as having the AIDS virus.

Although Alice liked Tommy a lot she wasn't sure that she wanted to be with him anymore. She didn't think that she wanted him to touch her or to kiss her any more. She also wondered what other people would think if they knew that Tommy's Uncle Arthur had died of AIDS.

What would you do if you were Alice? Tommy?

SITUATION #3

Mark had the AIDS virus antibody test and discovered that he tested positive for AIDS. He felt fine. He had no symptoms. He admitted to himself that he had a lot of different sexual partners but they had all been good people like himself. He couldn't believe that the test was accurate. He decided not to tell anyone, particularly his new girlfriend.

What do you think? What should Mark do?

SITUATION #4

Sheila was the only girl for Richie. It seemed like he had loved her for a long time. He thought she felt the same way about him. At least she said she did. That is until recently. When Richie tried to make love to her she pushed him away. She said that she loved him but could not make love to him unless he used a condom. Richie resented this demand. He felt that she should know that he did not have AIDS.

Should Sheila have known that Richie did not have AIDS? What needs to happen here?

SITUATION #5

Bessie believes that people who have AIDS should be quarantined, kept out of school, and away from public places. She also agrees with those who say that a major AIDS testing program should be started to find out who has the AIDS virus. Bessie feels that this is the best way to protect those who do not have the AIDS virus.

Is Bessie correct? Why? Why not?

RATE YOURSELF

WHAT KIND OF A ROOMMATE COULD YOU LIVE WITH?

Many people find it necessary and desirable to share a place when they first move out on their own. If you are thinking about having a roommate, take the quiz below to see what kind of person you could live with.

It would/would not bother me if my roommate...	*Would not bother me*	*Would bother me*
1. Left his/ her shoes in the living room for three days.		
2. Smoked cigarettes.		
3. Smoked and left filled ashtrays all over the apartment.		
4. Ate the last slice of cake that you had planned to have as a snack after work.		
5. Invited several people over to party on a night that you need to go to bed early.		
6. Left wet towels on the floor of the bathroom.		
7. Never cleaned his/her room.		
8. Kept his/ her room so clean you could "eat off of the floor".		
9. Nagged you about doing the dishes and keeping the kitchen clean.		
10. Had to borrow money to pay his/ her share of the rent.		
11. Spent the weekends drinking.		
12. Expected you to do all the cooking.		
13. Did not want to join you and your friends when you got together for a good time.		
14. Invited some of his/ her friends to move into your apartment "temporarily" until they find a place of their own.		
15. Listened to loud music.		
16. Was a "couch potato".		
17. Used drugs.		
18. Left drugs and drug paraphernalia around the apartment.		

Activity 37

BEING ASSERTIVE WORK SHEET

If you have ever shared a room with someone, you know how important it is to maintain good communication. Disagreements will occur. If you know how you feel, what you think and what you want to have happen, assert yourself.

Select a situation that you think could actually happen. Describe the situation in the space below.

THE SITUATION _____

_____

Picture this situation actually happening and complete the following phrases describing your thoughts, feelings and wants.

The example below will help:

THE SITUATION *My roommate expects me to do all the cooking.*

I THINK *I've been doing most of the cooking lately.*

I FEEL *irritated when you walk in the door and say, "what's for dinner?"*

I WANT *us to work out a schedule to alternate cooking responsibilities.*

Other alternatives:

I WOULD ACCEPT help in planning and preparing some of the meals

THE SITUATION

I THINK

I FEEL

I WANT

Other alternatives:

I WOULD ACCEPT

Activity 39

BEING ASSERTIVE ROLE PLAYS

SITUATION 1 - TENANT

You and your roommate just moved into an apartment owned by Mr. Jones. The apartment is on the second floor over Mr. Jones' shoe repair shop. Before you moved in, you noticed that the faucet in the bathroom leaked. You mentioned this to Mr. Jones and he said that he would fix it. That was three weeks ago and it's still not fixed. Since then you have also discovered that the oven doesn't work. You are beginning to wonder if maybe you and your roommate were too eager to move into this apartment. But it was very reasonable and you didn't have any other place to go.

You invited friends over for dinner this Saturday. The oven and the leaky faucet have to be fixed by then. This is the first time your friends will have been to your apartment and you want everything to be perfect.

This is Tuesday. You plan to see Mr. Jones after work and insist that the work be done on the apartment no later than Thursday.
Your name is Lynn Hart.

SITUATION 1 - LANDLORD

You recently rented the apartment over your shoe repair shop. You had intended to make several repairs to the apartment before the place was rented again. However, the two young people that you ended up renting to were so eager to find a place that you allowed them to move in before all the repairs were finished. You thought that you were doing them a favor, since they seemed so desperate to find a place.

You had intended to get the repair work done as soon as possible and, in fact, the only thing left to fix is the faucet. You would have fixed that too, but you've been so busy. Now, your wife is ill and you have no time after work to take care of the repairs. You've talked to your nephew about doing the work. He's busy too, but he said he could get to it on Saturday.

Your tenant, Lynn Hart, said that she would be by today. You're sure she wants to discuss the leaky faucet. You are Mr. Jones.

SITUATION 2 - TENANT

You've been living in South Hills Apartments for the last six months. You have a first floor apartment and for most of the six months that you have

been there the apartment immediately over yours has been vacant. Last week, someone moved into the second floor apartment.

Since then, life at South Hills Apartments has sure been different. When you come home from work there are no parking spaces left anywhere near your apartment. According to policy, tenants are not supposed to use more than one parking space. Guests are to park on the street.

Worse yet, your neighbor has been making a lot of noise. It seems like there are people moving around all night long. There has also been a real annoying noise that sounds like a motor running all the time. The floors are not carpeted so there is nothing to muffle the sound. Last night, your neighbor must have had a party because in addition to the normal noise there was a lot of laughter and music all night long.

You thought about filing a complaint with the apartment manager. But, you really didn't want to start any trouble. You plan to talk to your new neighbor first. You don't even know your neighbor's name.

SITUATION 2 - NEIGHBOR

You have just moved into a second floor apartment at South Hills Apartments. The last few days have been really hectic. Your brother and his friends helped to move your stuff and have stayed around to help you get settled.

Your brother will be staying with you for the next 3 months but his friends will leave in a couple of days. Because they were so great to help, you had a party for them last night. You would have liked to have invited some of your neighbors to join in the party but you don't know anyone yet.

It has been really hot since you moved in. Fortunately, you have a floor fan with a real powerful motor that keeps the place reasonably cool.

You have been so busy moving that you also have not had a chance to read the tenant handbook that the resident manager gave to you. You know you probably should, but there just hasn't been enough time.

You're on your way out the door to go to the grocery store when you see your neighbor coming up the steps to your apartment. He looks upset.

SITUATION 3- ROOMMATE A

You and your roommate have been living in a small 2-bedroom apartment for 6 months. You knew the place was going to be cramped when you moved, but it seems like it has gotten smaller. Of course with your roommate's junk

all over the floor, it's no wonder the place seems smaller. You can't even see the floor half of the time.
The 2 bedrooms are not the same size either and yours is the smaller of the two. In the beginning, you and your roommate agreed that you would switch rooms halfway through the year so that both of you would have a chance at the larger room. Six months is up and you are ready to move into the larger room and spread out a little.

You always keep your things neat and clean so it will be pleasure to have a little more space. You will also have space now for that extra chest that your aunt has been saving for you.

You approach your roommate about switching rooms.

SITUATION 3 - ROOMMATE B

You and your roommate have been living in a small 2-bedroom apartment for 6 months. You knew the place was going to be cramped when you moved but it seems like it has gotten smaller.
Of course, you have to admit that leaving your things lying around on the floor sometimes makes the place seem smaller than it is.

You have been trying to do a better job at housekeeping and keeping your room straight in particular. You know it bugs your roommate that you are so messy. But you have so much stuff and the place is so small.

Six months ago, when you and your roommate rented the apartment, you tossed a coin to see who would get the bigger room. Thank goodness you won. But you also remember something about switching rooms in the middle of the year so that both of you could use the larger room.

Surely, your roommate is not going to ask you to change rooms now. You need the larger room especially since your sister asked you to store some of her stuff until she can move into her own place in a month or two.

You have to convince your roommate to let you keep the larger room.

Published by:
Training Resource Center Project
Eastern Kentucky University
202 Perkins Building
Richmond, Kentucky 40474-3127

In Conjunction with:
Cabinet for Human Resources
Department for Social Services